

# Scientific (Clinical Research) Oral Presentation Submission Guidelines

**Submission Opens:** February 1, 2008  
**Submission Closes:** February 29, 2008  
**Notification:** April 2008

The Program Advisory Committee of the AAO-HNS/F invites abstracts to be considered for oral presentations to take place at the 2008 Annual Meeting & OTO EXPO to be held in Chicago, IL, September 21-24, 2008. Please note that these abstracts should be Clinical in nature. Translational & Basic Research abstracts should be submitted to the Translational & Basic Research Program (formerly Research Forum).

Carefully evaluate your materials before submission and study the options. **Your abstract may only be submitted in one area – choose either oral or poster.** In the past, submissions for oral and/or poster presentations were acceptable – this is no longer the case. An abstract submitted for both oral and poster will not be reviewed for either.

## **Topic Areas**

As the "World's Largest Gathering of Otolaryngologist" the scientific (clinical research) oral selection process is quite rigorous. Topic areas for submission include:

- Allergy
- Facial Plastic and Reconstructive Surgery
- General
- Head and Neck Surgery
- Laryngology
- Otology/Neurotology
- Pediatric Otolaryngology
- Practice Management
- Quality Improvement/Patient Safety\*
- Rhinology
- Sleep Disorders
- Socio-Economic

\*New topic area

## **Selection Criteria**

- Material must not have been presented or published previously.
- The subject area selected will be varied to so that a balanced program can be produced.
- The Program Advisory Committee strongly suggests that presentations from residents be co-authored by a Fellow or Member of the Academy.
- Abstracts that identify the authors or institutional affiliations within the body of the abstract are usually assigned a low rating by the committee.
- Abstracts demonstrating clinical relevance or prospective studies with data analysis which comply with the criteria set forth in the instructions to authors are given preference.
- Case presentations are not considered for oral presentation.
- All applications must be submitted using this online form.
- Abstracts rejected for the oral program will not be considered for the poster program.

## **Components of an Abstract Structure**

1. Paper Title
2. Subject Area
3. Evidence Based Medicine Level

4. Objective
5. Method
6. Result
7. Conclusion

**Titles must be limited to 60 characters**, longer titles will be subject to editing. Please capitalize the first letter of all key words in your title. In order to create a balanced meeting program, please select a single subject category for your presentation. You may then select additional keywords that describe your presentation. There is no limit to the number of keywords that you may choose. Do not include supplemental pages, photographs, tables, or references. The total length of your **abstract must not exceed 250 words**. The abstract should be suitably written for publication in the Official Program. Since the abstract is frequently the only link between the Program Advisory Committee and the author, care in its preparation is essential.

We **strongly** suggest that you compose your abstract OFFLINE in a separate word processing program before beginning the submission. You can check your spelling, count your words or characters, and then "copy and paste" the text into the appropriate areas on the online form. Do not apply any character attribute codes (i.e., do not use bold, italics, or underline) and use uppercase and lowercase letters appropriately. Refrain from using mathematic or other symbols or Greek characters; if necessary, please describe the symbol rather than inserting the character (e.g., type "Greek alpha", "copyright symbol", or "greater than").

#### **Lead Author and Co-Authors**

You may identify up to seven authors for this application. In all cases, the first author listed is considered the Lead Author. All correspondence from the AAO-HNSF regarding this submission will be directed to the Lead Author.

The lead author MUST fill in all co-author names and email addresses. Co-authors will receive an email containing the presentation title, tracking number, and a URL. Co-authors must use the URL provided in the email in order to link themselves to the presentation and also to submit their Disclosure and Continuing Education information. ACCME guidelines require co-authors to submit their own disclosure/disclaimer information. **Failure to submit accurate Disclosure and Continuing Education information will result in an automatic rejection of the abstract.** Your application should include complete names and email addresses. Author and co-author names and city addresses will be published in the Official Program.

NOTE: All fields are required for additional authors. Please do not use lead author's email address for additional authors.

**\*\* If you are unsure of the co-presenters email address, please use the search button to locate the co-presenter in the Academy's Database.**

#### **Before you submit your Abstract**

Having the following items on hand will streamline your submission process and help ensure that you don't lose information due to system problems.

**IMPORTANT:** We strongly encourage you to have the following information available for the lead author and all co-authors before you begin the abstract application process:

- Complete Names (including degree)
- AAO-HNS ID Numbers (if applicable)
- Email Addresses
- Permanent Mailing Addresses
- CME Disclosure Information – abstracts without disclosure information for all authors will not be reviewed

- Completed, Composed and Spell-Checked Abstract, preferably in a separate word processing program

### **Abstract Submission**

When you proceed to the online submission form, please read the text, directions, and terms carefully. You will be asked to agree to those terms to submit your abstract. Any item in red or marked with an asterisk (\*) is required information and must be completed. You will receive confirmation via e-mail when your submission is received, but this is not confirmation that your presentation has been accepted.

A unique tracking number will be provided for all submissions. Please use this number in all correspondence regarding your application. NOTE: IF YOU DO NOT RECEIVE A TRACKING NUMBER OR EMAIL CONFIRMING YOUR SUBMISSION, YOUR APPLICATION MAY NOT HAVE BEEN TRANSMITTED CORRECTLY. Additionally, if your email system uses filters to block unsolicited email, please be aware that you might miss important information from the Academy and Coordinator for this program. We suggest that you modify your filters as appropriate.

### **Journal Manuscript Submissions**

All oral presentations read before the Annual Meeting become property of the AAO-HNS. Papers presented at the Scientific (Clinical Research) Program must be submitted to the "White Journal," *Otolaryngology-Head and Neck Surgery*. All submissions must meet Journal requirements for peer review. Review requirements can be found on the Author Guidelines page.

Mandatory submissions are due September 5, 2008. Send manuscripts via online submission to the editor Richard Rosenfeld, MD, Otolaryngology-Head and Neck Surgery, at <http://otohns.edmgr.com>.

Once accepted for the program, papers are prohibited from being published elsewhere. Papers may be presented elsewhere after the conference provided that the *Otolaryngology-Head and Neck Surgery* Journal is cited.

### **Participant Responsibility**

If your abstract is accepted, you are expected to participate at the Annual Meeting. It is acceptable for one of the co-authors to act as presenter when necessary. Failure to present your material will result in a penalty. The penalty for this breach is that the lead author and all of the co-authors will not be allowed to submit or give an oral presentation for up to three years (2009-2011) as determined by the Scientific Program Coordinator.